

 <p>KENTUCKY CORRECTIONS Policies and Procedures</p>	Policy Number	Total Pages
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References/Authority KRS 197.020 ACA 4-4094 P&P ACA 3A-20, 3A-21	<p>4.1</p> <p>*</p>	<p>2</p> <p>April 29, 2016</p>
Subject		
		ATTENDANCE AT PROFESSIONAL MEETINGS

I. DEFINITIONS

“Professional Meeting” means a scheduled organized meeting of a professional organization designed to discuss the business of the organization.

“Professional Organization” means a collective body of individuals engaged in a particular job-related profession.

II. POLICY and PROCEDURE

Corrections supports the professional development of employees by encouraging employee attendance at professional job related meetings, workshops and conferences.

A. Requests for Time to Attend Professional Meetings

1. Any employee may request prior approval for time off to attend professional job related meetings, workshops and conferences. The employee shall pay any required fees and travel expenses.
2. Each request shall be submitted in writing prior to the meeting and include registration materials and related documents to justify the professional job related nature of the meeting and the time off required.
3. Requests shall be limited to eight (8) days per calendar year, which shall be charged to other paid leave.
4. The above leave shall be in addition to meeting, workshop and conference attendance, which may be directed and approved for fees and travel expenses by Corrections.

B. Requests for Funds and Time to Attend Out of State Professional Meetings

1. For purposes of this policy, no distinction shall be made between grant and state-appropriated funds.
2. Advance approval shall be obtained for travel to, and participation in, meetings and activities of Professional Organizations. Travel requests shall be initiated as soon as possible and no later than one month prior to the scheduled departure date. Any exception shall be supported by a valid reason acceptable to the appropriate Deputy Commissioner or designee.
3. The Fiscal Manager shall confirm the availability of funds in the appropriate budget category prior to recommending approval of a travel request to the Commissioner.
4. Out of State travel requests shall be submitted to the immediate supervisor and forwarded through the appropriate chain of command to the Commissioner in memorandum format. This request shall include trip expenses.
5. The Commissioner may establish limits as to the number of employees for whom travel requests shall be approved for any one out-of-state meeting or activity.

C. Holding Office in a Professional Organization

1. Corrections' employees shall be encouraged to take leadership roles and serve as officers or committee members in recognized national, regional or state Professional Organizations.
2. Before accepting an office in an organization involving time away from normal working hours, an employee shall determine jointly with his supervisor that he can perform both Corrections and organization duties without detriment to either.